

**COMMITTEE ON EDUCATIONAL POLICY
MINUTES**

**Wednesday, September 30, 2015
11 am-1:30 p.m., Kerr Hall, Room 307**

Present: Doris Ash, Faye Crosby, Matt Guthaus, Erica Halk (NTSF Rep.), Dee Hibbert-Jones, Sean Keilen,(Provost Rep.), Tonya Ritola, Tchad Sanger (Registrar, *ex-officio*), Felicity Schaeffer, John Tamkun, (Chair), Susanna Wrangell (staff).

Absent: Seamus Howard and Vanessa Sadsad (SUA representatives).

Orientation for Members Only:

I. Introductions, Announcements

After introductions, Chair Tamkun apprised members of routine committee business and summer activities. Routine activities include reviews of program proposals, course reviews, program statements for the catalog and policy issues. Members participated in discussions on the undergraduate writing curriculum, the creation of a committee on courses of instruction, and mandates from the Office of the President (UCOP). Last year CEP added C minus to the grading options for faculty to utilize. CEP has recently been made aware that not all faculty understand this grade does not count for major or general education credit, but does count for credit like a D grade. Members will ask their colleagues if they understand how to utilize the grade and report back next week.

II. Members Guidelines

Members were apprised of the committee's charge and routine activities and past practices via the member's guidelines document which will be available at the SenateCruz Google website for future referencing. He encouraged members to send him any issues of concerns CEP may want to address.

III. Draft Confidentiality and Consultation Statements

Members approved the confidentiality and consultation statements as submitted.

Chair Tamkun went over recusals and conflict of interest when a member's department decisions are presented to the committee for review. Members should let the analysts know of any conflicts with agenda items and recuse themselves during the decision process.

IV. Subcommittee assignments

Members reviewed the list for subcommittee assignments for external reviews, program statements, course approvals, and independent major proposals. The subcommittee assignments for external reviews will have to be adjusted due to conflicts and will be included with next week's agendas.

V. Overview of Senate Member Website (Google Sites)

The Senate analyst briefly walked members through the Senate's Google site, SenateCruz. The Senate has made changes to the site from last year and members have the option of working in Drive or just viewing documents on the site. Members will access the folders on the SenateCruz website. For letters and other documents that appear on the consent agenda for approval, go to the Correspondence folder and comment or edit documents. All Senate correspondence is confidential and is not shared. For

committee minutes, members should feel free to edit the content in the Minutes folder. The minutes will be posted on the Senate public webpage for CEP.

VI. External Reviews

Chair Tamkun presented an overview of the external review process and members reviewed sub-committee assignments. A more detailed presentation for new members will be presented at a future agenda.

VII. Petition Approval Process

Past CEP committees have approved routine petitions to streamline the process for students and lighten the workload for the committee members and Chair. The Chair and Analysts will bring any controversial petitions to the full committee for discussion and precedent setting. Members may review any petitions by appointment with the Analyst.

VIII. Course Approval Process

Continuing members held a brief presentation on the navigation of the course approval database. Next week Associate Registrar Claxton will go over how to work in the approval process system. Members held a discussion when approving course proposals that may pose a conflict and were encouraged to defer to the judgement of the other member or ask another member to review. Associate Registrar Claxton serves as the liaison to sub committees for the course approval processes. Chair Tamkun will fill in as a sub-committee member when appropriate.

IX. Guests on Senate Committees

CEP often invites guests with expertise in specific areas to its meetings. Some are asked to attend all committee meetings while others are invited to speak on specific agenda topics only. Members reviewed potential guests and approved a standing invitation to Associate Registrar Claxton and VPDUE Hughey for fall quarter. The Director of Admissions, the University Articulation Officer and College Preceptor will be invited per agenda item. Guest invitations will be renewed in winter quarter.

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